SAR FROM THE DESIGNEE SIDE

Federal Aviation Administration   **June 2006**

Job Aid Contents

What is SAR?

- Selection, Appointment, and Renewal (SAR) system.

- Developed as a component of the Designee Information Network (DIN) to automate the designee registration, renewal, and change request approval processes.

- Allows designees to view their designation information online and submit renewal requests, individual profile change requests, and designation change requests electronically.

Designee SAR Process

The Designee process to use SAR is fairly simple and straight forward.

1. **Notification** - You received notification of the new process and the URL for the Web site and this guidance.

2. **Registration** – A **one time** registration is needed requiring a validation number, your designee number and your valid email address. After successful registration an email is sent to you with your user name and system supplied password.

3. **Initial Login** – When you login for the first time you must change your password. This login will never expire.

4. **Data Management** – You will now be able to manage your personal data in SAR and request renewals by logging on to the system via the internet.

Setup before you begin

Before you enter the SAR Web site there are a few items you need to review and follow. You need to change the Pop-Up Blocker settings in your Internet Explorer browser and add the SAR Web site as a trusted site.

> *Note: Contact your local computer support before making any change.*

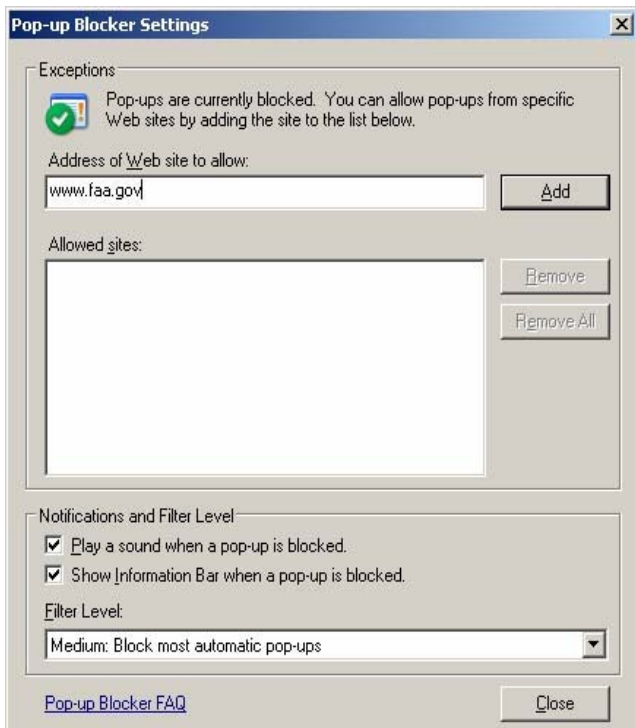**How to change the Pop-Up Blocker settings in your Internet Explorer browser:**

1. **Launch Microsoft Internet Explorer** .

2. **Click** on "**Tools**".

3. **Select "Pop-up Blocker"**.
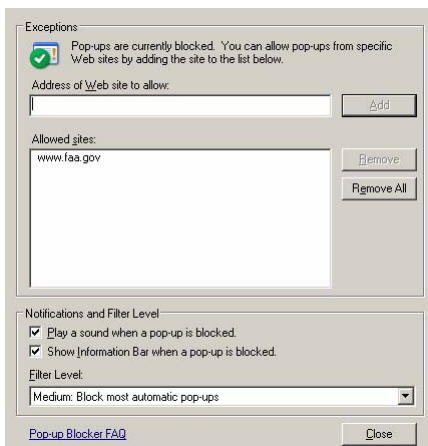
4. **Click "Pop-up Blocker Settings"**.

5. **Enter www.faa.gov** into the **"Address of the Web site to allow"** field.

6. Click **"Add"**.

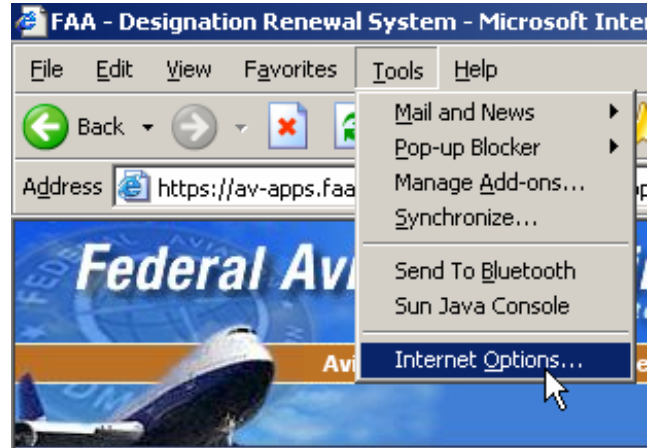7. Click **"Close"** (*Note that www.faa.gov is added*).

How to change trusted sites settings:

1. Launch **"Microsoft Internet Explorer "**.

2. **Click** on "**Tools"**.

3. Click **"Internet Options"**.

4. **Click** the "**Security tab"**.
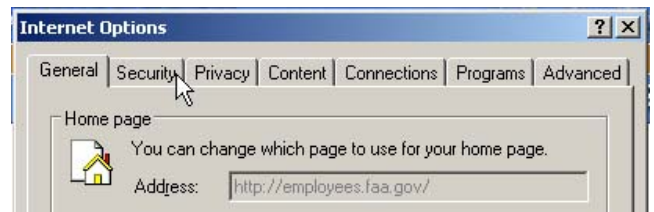
5. Enter ***faa.gov** into the **"Add this Web site to the zone"** field.
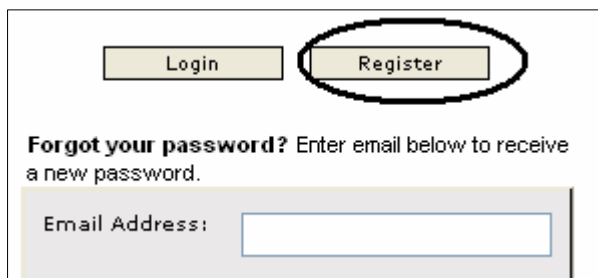
6. Click **"Add"**.

7. Click **"OK"**.
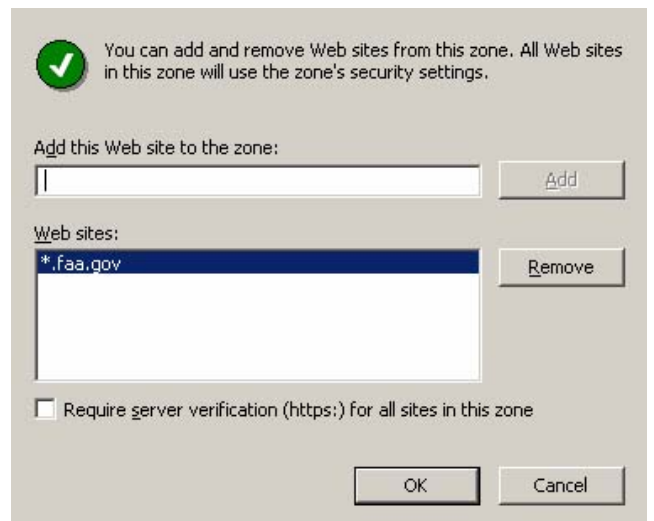
How to setup your SAR account

1. **Go** to the **FAA Web site** at:
   https://av-apps.faa.gov/sar/sar02.nsf/f_login?openform

2. An FAA warning pop-up window will appear. **Click "OK"**.

3. **Click Register**.

4. **Enter the required information** in all fields:

IMPORTANT: Be sure you enter your correct email address. Ensure you enter it in correctly! Otherwise, your registration will not be processed.

5. **Click "Submit"**.
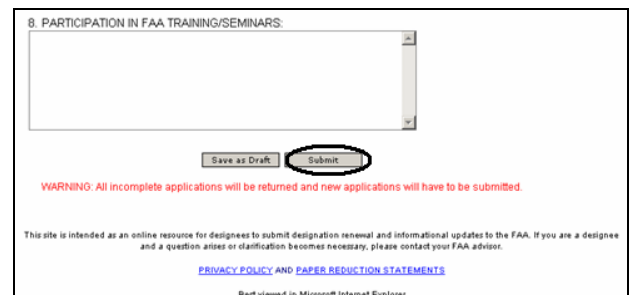
6. **Check your email** after 10 minutes. You should have received an email registration confirmation. If you do not receive the email within 20 minutes check your Junk Mail folder.

7. **Go to the FAA Web site** at:
   https://av-apps.faa.gov/sar/sar02.nsf/f_login?openform

8. **Login** using your email address as your user-id. Use the temporary password you were supplied from the email registration confirmation. You will be prompted to change your password. Your SAR account setup is now complete.

Using SAR to renew

1. **Go to the FAA Web site** at:
   https://av-apps.faa.gov/sar/sar02.nsf/f_login?openform

2. **Click** "**Login**" Login using your email address as your user-id and the password you previously created.

3. **Click "Request Renewal**."

4. Complete the form as required. Verify that the information is correct. If it is, check all the boxes that state "**Information Verified**".

5. Once you have completed the form, **click** "**Submit**". You have now requested to be renewed.

IMPORTANT:

1. When you work with a web browser you have a certain amount of time to work before the session ends. If you do not complete the work you may lose everything and must start again. If you have a lot to type, you may wish to enter the information into a Word document and then copy and paste from that document into the SAR text boxes.

2. Or you may **"Save as Draft"** if it takes more than 20 minutes to complete the form. If you Save as Draft, the you can "Edit Draft Renewal Request" from the Designee Profile screen. You have seven days to edit the request.

Things to consider while using SAR

- Remember to be sure you enter your correct email address during your initial SAR registration.
- Remember to check your "Junk Mail" folder if you haven't received a registration confirmation message from the SAR system.
- Remember to complete the form within twenty minutes or "Save it as Draft".

Help

If you need assistance using SAR, contact your FAA Advisor or established contact. If necessary, the FAA Advisor will contact local computer support to resolve the issue.

Using SAR to change your Designee Profile

1. **Go to the FAA Web site** at: https://av-apps.faa.gov/sar/sar02.nsf/f_login?openform

2. **Click** "**Login"**. Login using your email address as your user-id and the password you previously created..

3. **Click** "**Request Designation Change"**.

4. From the Designee Profile screen, you have the ability to change first name, last name, and email address. **Click "Request Profile Change"**, make the changes, then click "**Submit Profile Change**" Request. You have now requested that your individual profile be changed. Once accepted by the advisor the information is update within 24 hours.